

Project Name: Legal Document Imaging

OCIO Project #:

Department: California Department of Social Services

Revision Date:

Concept Statement

Description

Brief description of the proposed project:

Document imaging, organization, storage, search and retrieval for Legal Opinions and other historical hard and soft copy legal documents.

Need Statement

High Level Functional Requirements:

Documents include both public and confidential legal workproduct in various locations. Identify various repositories. Identify, within each repository which documents are critical. Hard copy documents would need to be made electronic. Soft copy documents converted to consistent electronic format. The end product would need to be searchable in a variety of ways, user friendly and easily accessed by Legal Division employees.

What is Driving This Need?

Legal Division staff have maintained critical historical data in a variety of ways including: archive storage hard copy, onsite hard copy, network soft copy, secured folder soft copy, E-mail, Intranet soft copy and Internet soft copy. Maintenance of these documents has been inconsistent amongst the Division and critical workproduct has been lost or is not easily available. This crucial information is regularly referred to by all staff. An efficient repository with searchable features is needed in order to retain valuable workproduct and to avoid "reinventing the wheel".

Risk to the Organization if This Work is Not Done:

Critical workproduct has been lost or is not accessible. Staff time and effort is spent re-creating workproduct that was previously completed resulting in increased time to respond to clients. Risk that legal advice provided to clients is inconsistent

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Benefit Statement

Intangible Benefits

Process Improvements (describe the nature of the process improvement):

The ability to easily search electronic repositories would allow staff to complete assignments more efficiently. Time would not be lost locating documents or waiting for delivery of hardcopies from archived storage. Risk of losing hard copy documents and workproduct is minimized.

Other Intangible Benefits:

Tangible Benefits

Revenue Generation (describe how revenue will be generated):**Cost Savings** (describe how cost will be reduced):

Hard copy documents are currently stored in the Legal Division and at Archives. Electronic storage would be less costly.

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Cost Avoidance (describe the cost and how avoided):

Risk Avoidance (describe the risk and how avoided):

Improved Services:

Legal staff could work more efficiently with less risk of losing important data.

Consistency

"No" Responses 		Rationale	Action Required
Enterprise Architecture	Yes		
Business Plan	Yes		
Strategic Plan	Yes		

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Impact to Other Agencies

Nature of Impact to Other Agencies

Agency:
<i>Describe the nature of the impact:</i>

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Impact to Other Programs

Nature of Impact to Other Programs

Program:
<i>Describe the nature of the impact:</i>

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Solution Alternatives

Alternative 1:
Create an organized and consistent repository for legal workproduct that is easily accessible and searchable in a variety of ways by all Legal staff.

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Technical Considerations for Alternative 1:

Requires ISD staff time and expertise. Additional servers may be needed to house documents currently stored in hardcopy format. May require contracting with vendors to convert hardcopy documents to an organized electronic format.

ROM Cost: to

Note: high end of range must not exceed 200% of low end of range

Alternative 2:

Technical Considerations for Alternative 2:

ROM Cost: to

Note: high end of range must not exceed 200% of low end of range

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Alternative 3:

Technical Considerations for Alternative 3:

ROM Cost: to

Note: high end of range must not exceed 200% of low end of range

Recommendation

Comparison:

Alternative 1	ROM Cost	Risk
	\$0 - \$0	
Alternative 2	ROM Cost	Risk
	\$0 - \$0	
Alternative 3	ROM Cost	Risk
	\$0 - \$0	

Conclusions:

1	
2	
3	
4	

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Recommendation:

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Project Approach (if known)

System Complexity:			System Business Hours: (e.g., 24x7, 9am-5pm) :	
Architecture	<input type="checkbox"/> Mainframe	<input type="checkbox"/> Client Server	<input type="checkbox"/> Web Based	Num. of New Databases:
Technology	<input type="checkbox"/> New	<input type="checkbox"/> New to Staff	<input type="checkbox"/> In-House Experience	Interfaces:
Implementation	<input type="checkbox"/> Central Site	<input type="checkbox"/> Phased Roll-out		Num. of Sites:
M & O Support	<input type="checkbox"/> Contractor	<input type="checkbox"/> Data Center	<input type="checkbox"/> Project	<input type="checkbox"/> Returned to Sponsor
Procurement Approach: (consult with OSI Procurement Center)				Number of Procurements:
Open Procurement? <input type="checkbox"/> Yes <input type="checkbox"/> No		Delegated Procurement? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Scope of Contract	<input type="checkbox"/> Development	<input type="checkbox"/> Implementation	<input type="checkbox"/> M & O	<input type="checkbox"/> Other:
Anticipated Length of Contract:		Years /	extensions for	years